

CONSULTANT PROFESSIONAL HISTORIAN - JOB DESCRIPTION AND PROJECT BRIEF

CREATING AND PRESERVING VICTORIAN COMMUNITY ORAL HISTORY

Introduction

Oral History Victoria (OHV), in partnership with Victorian Collections, has received a Local History Grant for a project titled ‘**Guide to Creating and Preserving Victorian Community Oral History**’. The funding will be used to employ a Consultant Professional Historian to create a web-based guide and online training for Victorian community groups that wish to create and preserve oral history collections. The project aims to provide expert, accessible guidance and training which will support Victorian community history projects to:

- create and document high quality oral history recordings;
- ensure effective, ethical long-term preservation and access to community oral history collections.

The project also aims to benefit Victorian repositories, such as Victorian Collections and the State Library, by ensuring the archival readiness and quality of prospective community oral history collections.

Consultant position

The project will use grant funding to employ a consultant professional historian for an average of one day per week (8 hours) over 16 weeks, to develop content for the 7 web pages and a syllabus for the training course (as detailed below). We expect the work to commence in September 2024 and to be completed before June 2025. The consultant will be expected to work remotely using their own equipment, and to have their own insurance.

The professional historian will be paid at the mid-range of the Professional Historians Australia Level 3 fee scale (at <https://www.historians.org.au/scale-of-fees>: \$4000 per week, pro rata at \$800 per day).

Total payment \$14,720, to be paid in monthly instalments by invoice.

Person specification

The postholder will have:

- Expertise in oral history project work (including planning, interviewing, documentation, ethical and legal responsibilities, and preservation)
- Experience in community history projects
- Experience in engaging community groups in consultation workshops
- Written skills of a high order

- Experience in web page production, including liaison with web designers.
- Experience in community history training
- Demonstrated ability to produce highly accessible written materials for a public audience.

Desirable:

- Membership of [Professional Historians Australia](#)

Project deliverables

The consultant historian will produce 7 linked advice pages on OHV's website, using text, instructional videos and resource hyperlinks, comprising appropriate and accessible guidance to community oral history projects about:

1. Oral history project planning and preparation
2. creating excellent interviews
3. documenting interviews, including multilingual options
4. ethics, legalities and rights agreements
5. preservation through Victorian Collections
6. other preservation options
7. training opportunities

The consultant historian will also develop a one-day online OHV training course on 'Preservation and Access for Community Oral History Collections', which will be taught by OHV trainers and will complement existing OHV training.

Project Management

The project Advisory Committee will meet six times during the project, and will advise and support the consultant historian, who will also receive on-going support from project manager Alistair Thomson. Members of the Advisory Committee will include:

Alistair Thomson (President, Oral History Australia)

Jen Rose (Vice-President of Oral History Victoria)

Heather Kelly (Yarrawonga Oral History Group)

Elizabeth Triarico (Manager, Italian Historical Society & Museo Italiano)

Jackie Fraser (Australian Museums and Galleries Association Victoria; Program Manager, Victorian Collections)

Toni Burton (Collection Curation and Engagement Manager, State Library of Victoria)

Application

Prospective applicants should email their application as a Word document to the project manager (Alistair.Thomson@monash.edu). Your application should detail how your experience and expertise matches the person specification listed above. You should also attach a current CV.

Enquiries about the position and project may be addressed to Alistair.Thomson@monash.edu.

Closing date for applications: Monday 5 August 2024

Acknowledgements

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